

Philippine Institute for Development Studies
NEDA sa Makati Building
106 Amorsolo Street, Legaspi Village, Makati City

EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a non-stock, non-profit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the position of one (1) **Administrative Assistant III (Computer Operator II)** under the PIDS In-house Project entitled “*Economic Monitoring System (Database Information System)*”. The following are the qualifications required for the position:

- Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course;
- One (1) year of relevant experience
- Four (4) hours of relevant training
- Desirable Qualifications:
 1. *Familiar with MS Office, particularly Word, Excel and Powerpoint.*
 2. *With good communication skills.*
 3. *Willing to do field work.*

The position is Salary Grade (SG-09) at P11,275.00 per month and the nature of appointment is Contractual. Interested parties may send in their curriculum vitae, transcript of records or certified true copy of grades, ID pictures and three (3) character references to the following address not later than **July 10, 2008**:

The Director for Operations and Finance
Philippine Institute for Development Studies
Room 401, Fourth Floor, NEDA sa Makati Building
106 Amorsolo Street, Legaspi Village
Makati City